

MaineCare Medicaid EHR Incentive Program

Meaningful Use Wizard Guide

Last Update: February 10, 2014

Before You Begin:

- Be sure your computer is running the **Windows** operating system (Windows XP or higher). The Wizard does not run on a Mac or any other operating system. Please contact us if you do not have access to a windows system.
- The Wizard is sent to the professional (by email) or to an individual who is authorized to apply on behalf of the professional.
- **Please do not give the Wizard or the link to an unauthorized person.**
- Should you have more questions after reading through the guide there is a FAQ provided on the last page of this document which addresses basic questions
- Data must be entered for each individual provider. The Wizard will track all the providers that you enter MU data for. You will be able to retrieve the information at any time and if necessary you can update any information that we notify you is not correct for that provider.

To Install:

1. Click the link provided in the email to download the Wizard.

***Note:** If you have a previous version of the wizard installed on your computer the new version will overwrite the old version; no additional action is required by you.

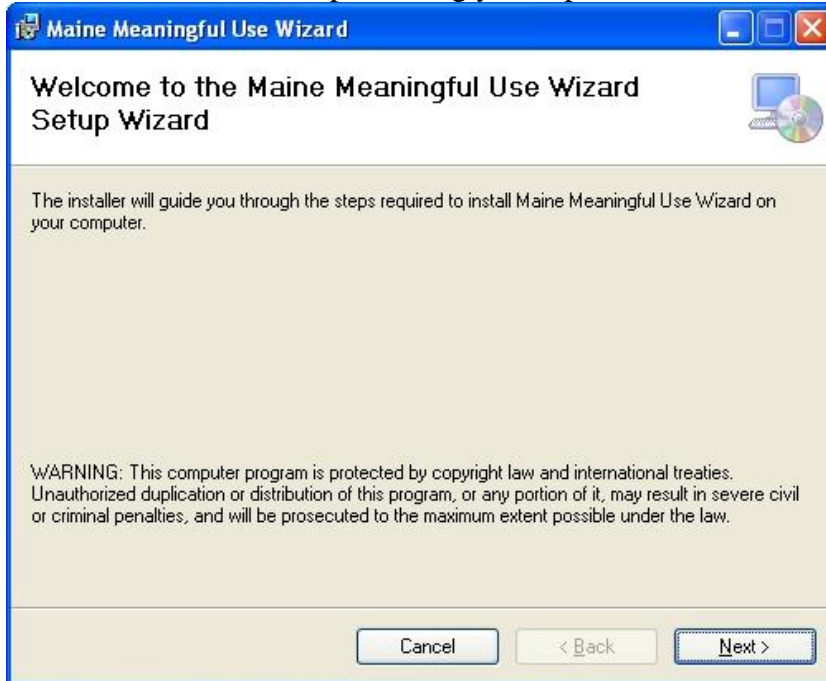
Internet Explorer:

- If you are using Internet Explorer you will see a box that allows you to click “run”. Click run and the file will automatically start after the download is complete.
- If you receive a prompt telling you to download a higher version of the .NET Framework you must follow the on-screen directions. This is required to run the Wizard and is a safe action.

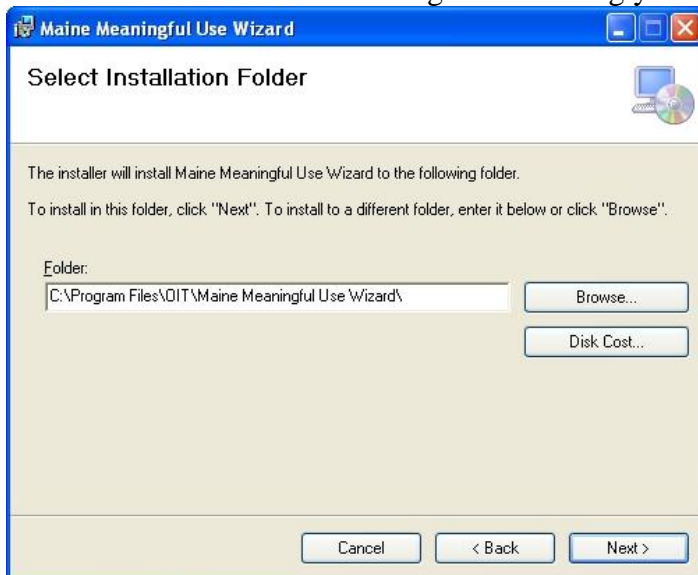
Other browsers:

- Once the Wizard is downloaded you will see a “MUWizardSetup.msi” icon in your “downloads folder”.
- Double click on this setup file to run the Wizard installer.
- If you receive a prompt telling you to download a higher version of the .NET Framework you must follow the on-screen directions. This is required to run the Wizard and is a safe action.

- This screen will open asking you to proceed with the installation.

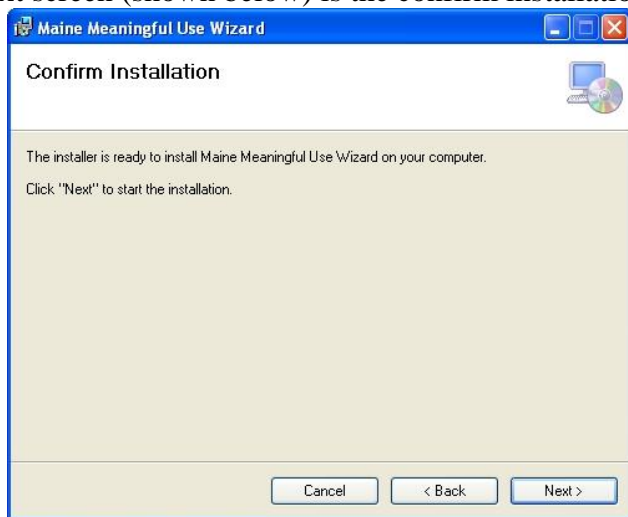


- Simply click the button labeled “Next >” to continue to the next screen.
- You will see the following screen asking you to select where to install the Wizard.

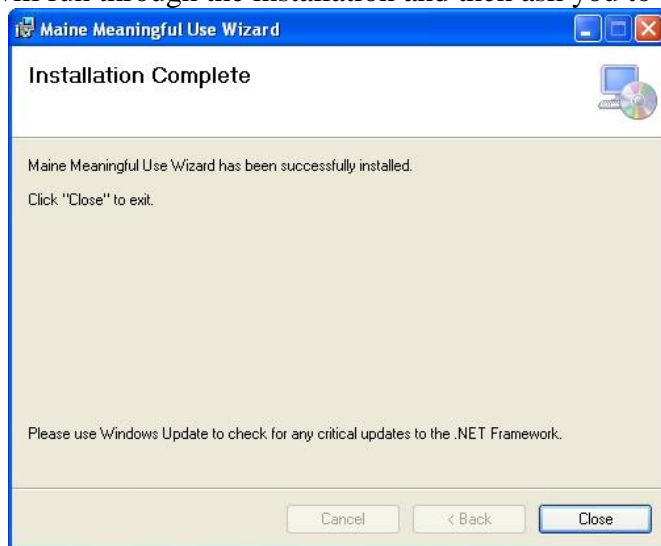



- We recommend you leave everything as default and click the button labeled “Next >” to continue with the installation. This will put a shortcut to the wizard on your desktop.

- The next screen (shown below) is the confirm installation screen.



- Click the “**Next >**” button to begin your installation of the Wizard.
- The program will run through the installation and then ask you to close the installer (shown below).



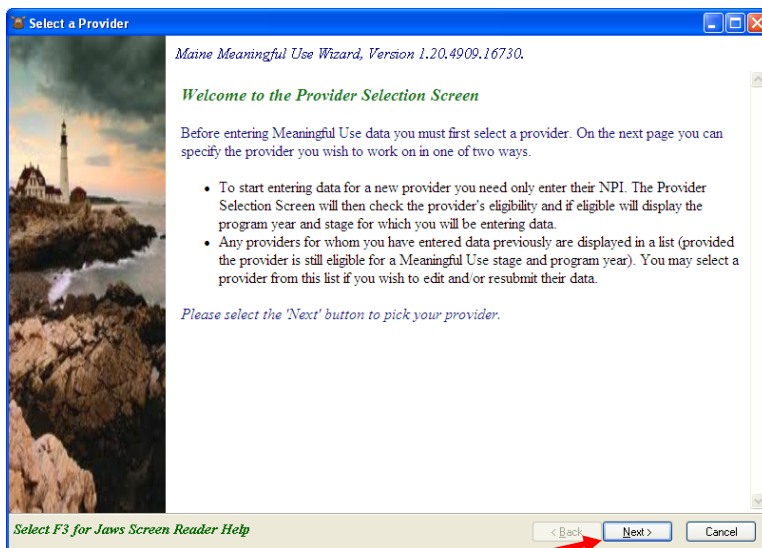
- Simply click the “**Close**” button and the Wizard is installed and ready for use.
- Locate the icon on your desktop that looks like the image below:

- Double click this icon to open and run the Wizard.

Please note: When you receive the email for each provider with the wizard link and this guide you'll know that the provider has been marked as eligible. You won't be able to enter a provider's NPI and fill in the wizard until the day after you receive that email. The wizard will recognize the NPI after 1 day.

Although you'll receive the wizard email for all providers you only need to download the wizard once. We send out the emails as a check for you to be sure we have not missed marking any of your providers as eligible.

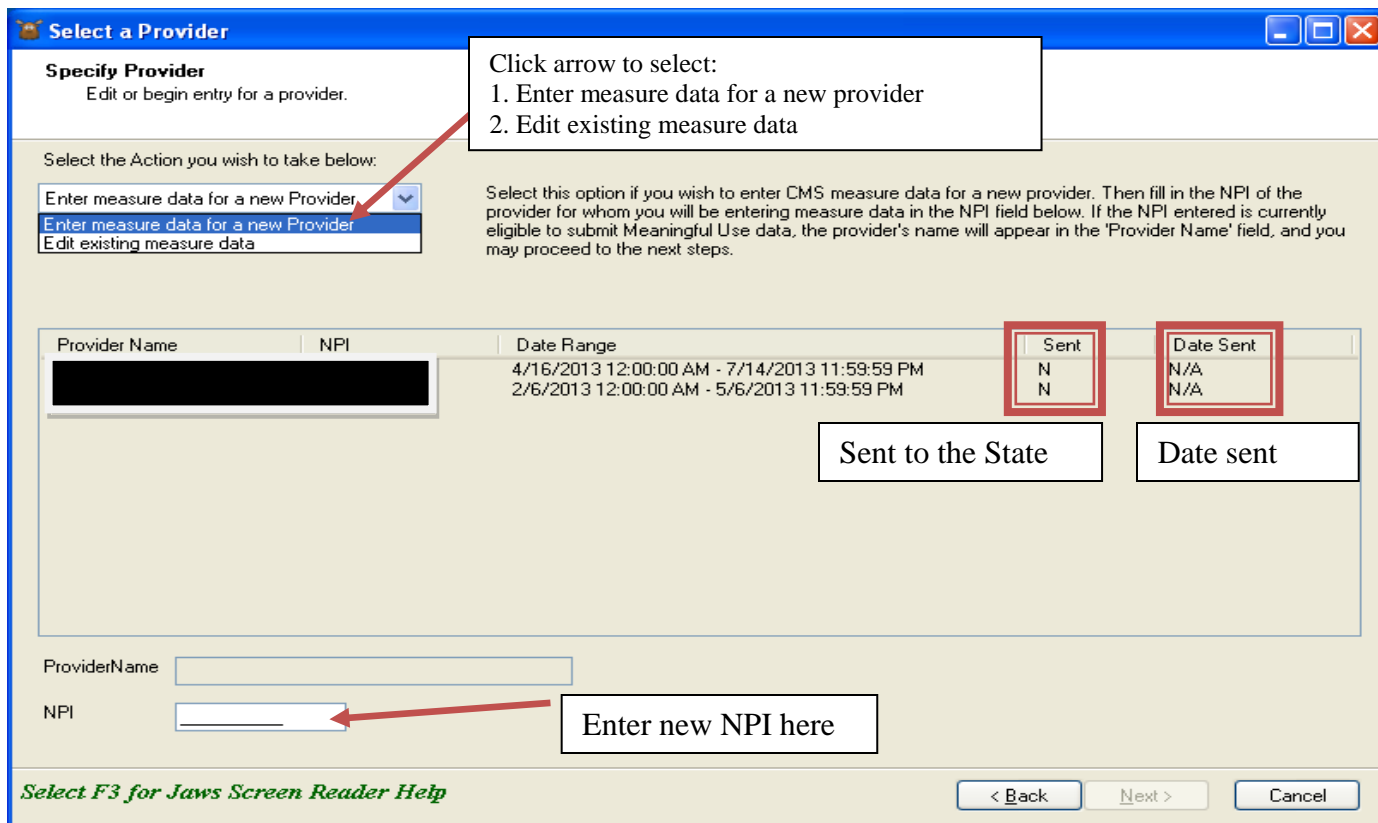
To Enter Data:

- Double click the Moose Icon to bring up the first screen (shown below).
- Provider Selection Screen



- Click Next to continue

This screen will be empty if you are entering your first provider into the wizard. If you have entered providers previously (into this version of the wizard) the information will be pre-populated (as shown below) with their name, personal NPI, Meaningful Use date range and if the Meaningful Use data was sent to the State of Maine, the date it was sent.



Select a Provider

Specify Provider
Edit or begin entry for a provider.

Select the Action you wish to take below:

Enter measure data for a new Provider
 Enter measure data for a new Provider
 Edit existing measure data

Click arrow to select:
 1. Enter measure data for a new provider
 2. Edit existing measure data

Select this option if you wish to enter CMS measure data for a new provider. Then fill in the NPI of the provider for whom you will be entering measure data in the NPI field below. If the NPI entered is currently eligible to submit Meaningful Use data, the provider's name will appear in the 'Provider Name' field, and you may proceed to the next steps.

Provider Name	NPI	Date Range	Sent	Date Sent
		4/16/2013 12:00:00 AM - 7/14/2013 11:59:59 PM	N	N/A
		2/6/2013 12:00:00 AM - 5/6/2013 11:59:59 PM	N	N/A

Sent to the State Date sent

ProviderName

NPI Enter new NPI here

Select F3 for Jaws Screen Reader Help

< Back Next > Cancel

- This screen will allow you to:
 - 1. Enter a provider for the first time
 - 2. Select a provider you have already entered MU data for
- For your first entry you will need to pick from the “Select the Action you wish to take below” – choose - “Enter measure data for a new Provider”. (see above) Then,
- Enter the providers personal NPI into the NPI field. The program will check to see if they are eligible for the State of Maine MU program. **Please Note: it takes a 24 hour period for the provider to be activated in the wizard after they have been marked eligible in the Maine EHR Incentive Program.**
- If they are eligible, the program will allow you to click the Next button and it will populate the name field.
- If you need to work on a provider that you have previously put in they will be listed. You will need to pick from the “Select the Action you wish to take below” – choose - “Enter existing measure data”, then click on the providers name that you would like to work on. (this is only available after you have initially put in data for an eligible provider)
- If the provider is not eligible you will get a message stating they are ineligible (see red box below).

Select a Provider

Specify Provider

Edit or begin entry for a provider.

Select the Action you wish to take below:

Enter measure data for a new Provider

Select this option if you wish to enter CMS measure data for a new provider. Then fill in the NPI of the provider for whom you will be entering measure data in the NPI field below. If the NPI entered is currently eligible to submit Meaningful Use data, the provider's name will appear in the 'Provider Name' field, and you may proceed to the next steps.

Provider Name	NPI	Date Range	Sent	Date Sent
Avocado, Jennifer	111111111	4/16/2013 12:00:00 AM - 7/14/2013 11:59:59 PM	N	N/A
Lollipops, Christina	222222222	2/6/2013 12:00:00 AM - 5/6/2013 11:59:59 PM	N	N/A

ProviderName

NPI

2588111111

Either this provider is not currently eligible to apply for any Meaningful Use Stage at this time or the NPI was not entered correctly.

Select F3 for Jaws Screen Reader Help

< Back

Next >

Cancel

- This is the message you will receive if the provider was just marked eligible and 24 hours have not passed before attempting to enter the provider. Wait one day and try the NPI again. If the worksheet was submitted and approved and you still cannot enter the provider please contact us.
- Once the Next button becomes enabled (after you've entered a correct NPI or selected an existing professional), click it to go to the next screen shown below.

Select a Provider

Congratulations. You have successfully selected your provider!

Your provider information appears below. If you are satisfied with your choice, select the 'Finish' button to proceed to the Meaningful Use Wizard.

Name:

NPI:

Payment Year: 2

Program Year: 2013

Stage: 1

Select F3 for Jaws Screen Reader Help

< Back Finish Cancel

- Be sure the provider's information is correct. Then, as shown above, click finish to begin entering the providers MU data.

- The screen below is the start of the Meaningful Use Wizard



Maine Meaningful Use Wizard

Maine Meaningful Use Wizard, Version 1.20.4909.16730.

Welcome to the Maine OIT Meaningful Use Wizard

This wizard will walk you through the required number of CMS measures that demonstrate Meaningful Use of your Electronic Health Record. Your responses to the measures are stored in the wizard and when it is completed and you are satisfied with your responses, you will send the information to the State of Maine where it will be processed by a Health Information Technology (HIT) specialist.

This wizard is divided into six sections. They are:

- *Date Range*
- *Core Measures*
- *Menu Measures*
- *Clinical Quality Measures*
- *Summary*
- *File Send*

These sections are briefly described below.

Date Range

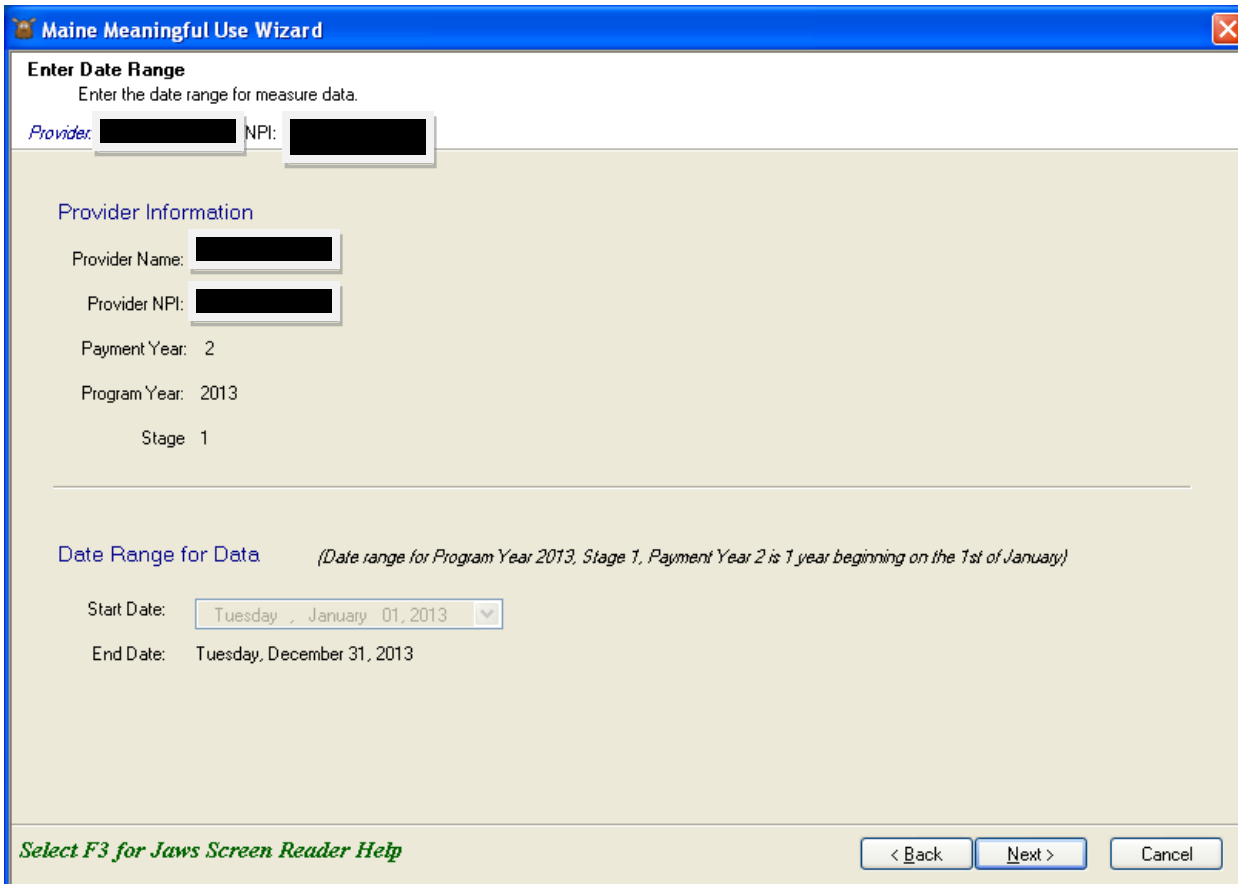
In this section you enter the date range used for your Meaningful Use data. Example: for a 90 day

Select F3 for Jaws Screen Reader Help

< Back Next > Cancel

- Please read through **all** the information and then click the “Next >” button to begin putting in your Meaningful Use Data. (Be sure to scroll all the way down to get the instructions before you click next)

- The next screen will be populated with the name of the provider, the NPI of the provider, the Program year and the stage the provider is applying for. You will need to enter the start date for the providers Meaningful Use date range. The program will populate the end date for you based on what program year and stage the provider is eligible for.



Maine Meaningful Use Wizard

Enter Date Range
Enter the date range for measure data.

Provider: [Redacted] NPI: [Redacted]

Provider Information

Provider Name: [Redacted]
Provider NPI: [Redacted]
Payment Year: 2
Program Year: 2013
Stage: 1

Date Range for Data *(Date range for Program Year 2013, Stage 1, Payment Year 2 is 1 year beginning on the 1st of January)*

Start Date: Tuesday, January 01, 2013
End Date: Tuesday, December 31, 2013

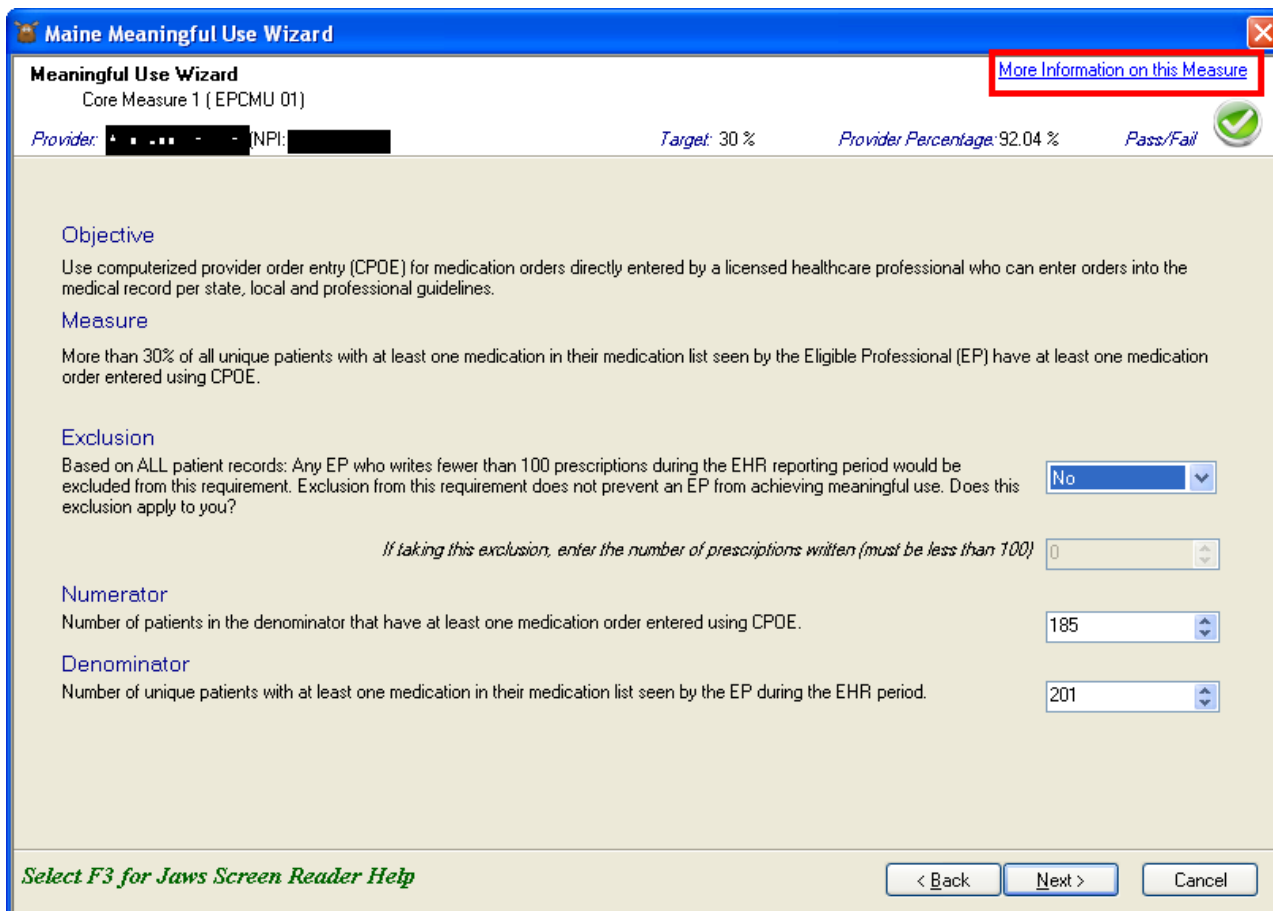
Select F3 for Jaws Screen Reader Help

< Back Next > Cancel

- Click the Next> screen to continue
- The Jaws Screen Reader Help is available for a sight impaired person that has the Jaws Screen Reader. It is labeled on every screen as shown below, circled in blue. To enable it just push F3 on any screen.

•

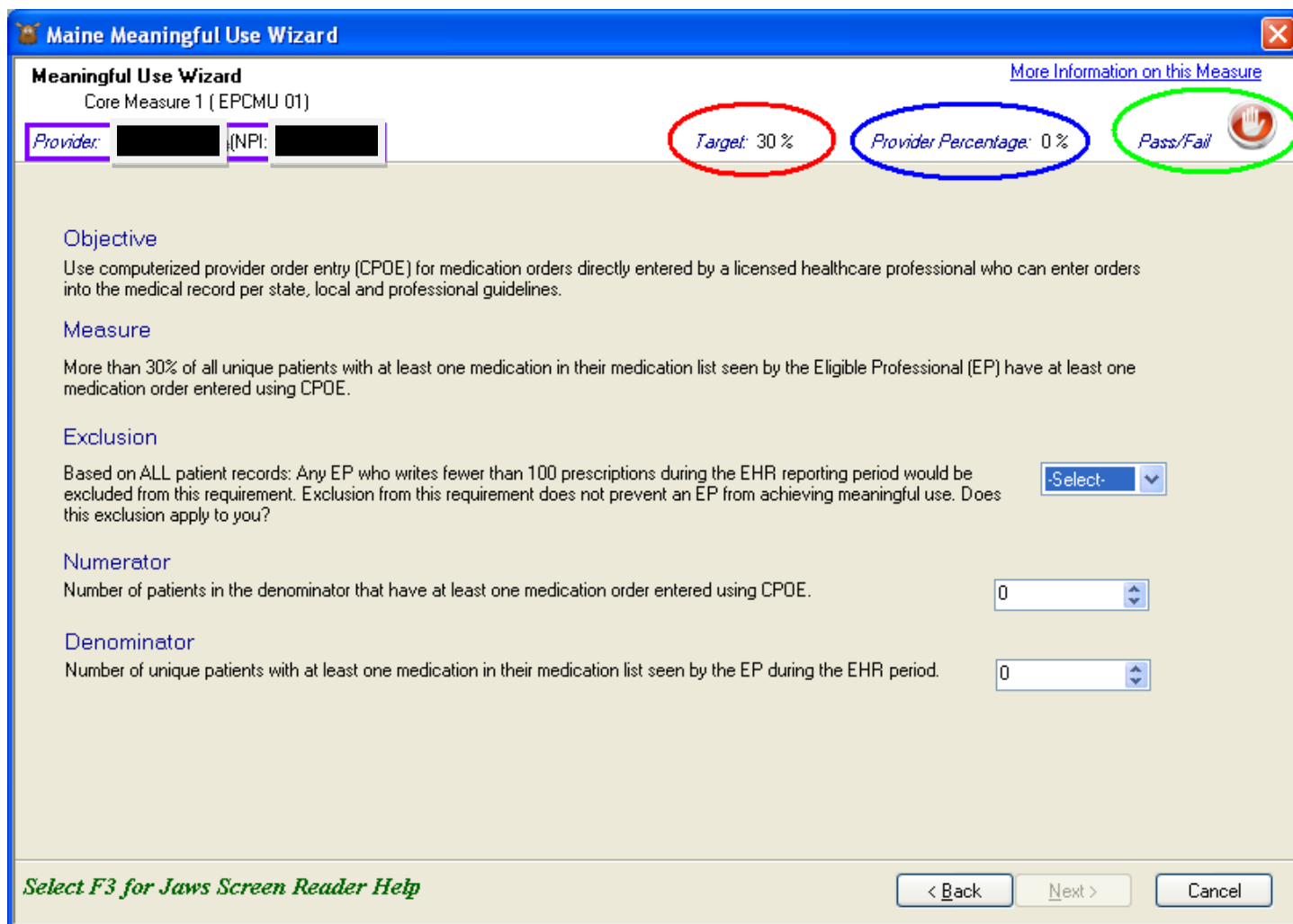
- For clarification of the measures, each page has a link labeled “More information on this Measure”. This is located in the upper right corner, shown below, circled in red. By clicking this link (or pushing F1 on your keyboard) you will have a new window open to CMS documentation about that measure.



*Note on Saving Data:

With the 2013 version of the Wizard, you can now save multiple providers' data to review or revise at a later date. If you are working on a provider and need to stop, simply click the X in the upper right corner, or click cancel and the Wizard will auto-save the data you've entered. To continue later, simply reopen the Wizard and select the professional from the list. The system will have the data you've entered and you can now complete the input.


- Throughout the Wizard the top panel will show 3 items: the target requirement for the measure you are currently on (circled below in red), the provider percentage which is the percent achieved based on your input for this measure (circled below in blue), and whether you are currently passing or failing this measure (circled below in green). With this latest version of the wizard you will also see the current provider's name and NPI shown below in the purple box.



Maine Meaningful Use Wizard

Meaningful Use Wizard
Core Measure 1 (EPCMU 01)

Provider: [REDACTED] (NPI: [REDACTED]

Target: 30 % Provider Percentage: 0 % Pass/Fail 

[More Information on this Measure](#)

Objective
Use computerized provider order entry (CPOE) for medication orders directly entered by a licensed healthcare professional who can enter orders into the medical record per state, local and professional guidelines.

Measure
More than 30% of all unique patients with at least one medication in their medication list seen by the Eligible Professional (EP) have at least one medication order entered using CPOE.

Exclusion
Based on ALL patient records: Any EP who writes fewer than 100 prescriptions during the EHR reporting period would be excluded from this requirement. Exclusion from this requirement does not prevent an EP from achieving meaningful use. Does this exclusion apply to you? Select-

Numerator
Number of patients in the denominator that have at least one medication order entered using CPOE. 0

Denominator
Number of unique patients with at least one medication in their medication list seen by the EP during the EHR period. 0

Select F3 for Jaws Screen Reader Help

< Back
Next >
Cancel

- You cannot move to the next screen if you are not meeting the target percentage. If the next button is not enabled (as shown above) then the data you entered is either not meeting the target percentage or is not complete. You will need to review your information to determine what is not correct.
- Continue to follow the on-screen instruction and enter your Meaningful Use data as gathered from your EHR reports. Also, don't forget if you have any questions about the measure simply push F1 on your keyboard (or click the "More information on this measure" in the upper right corner) to open the CMS documentation on that measure.

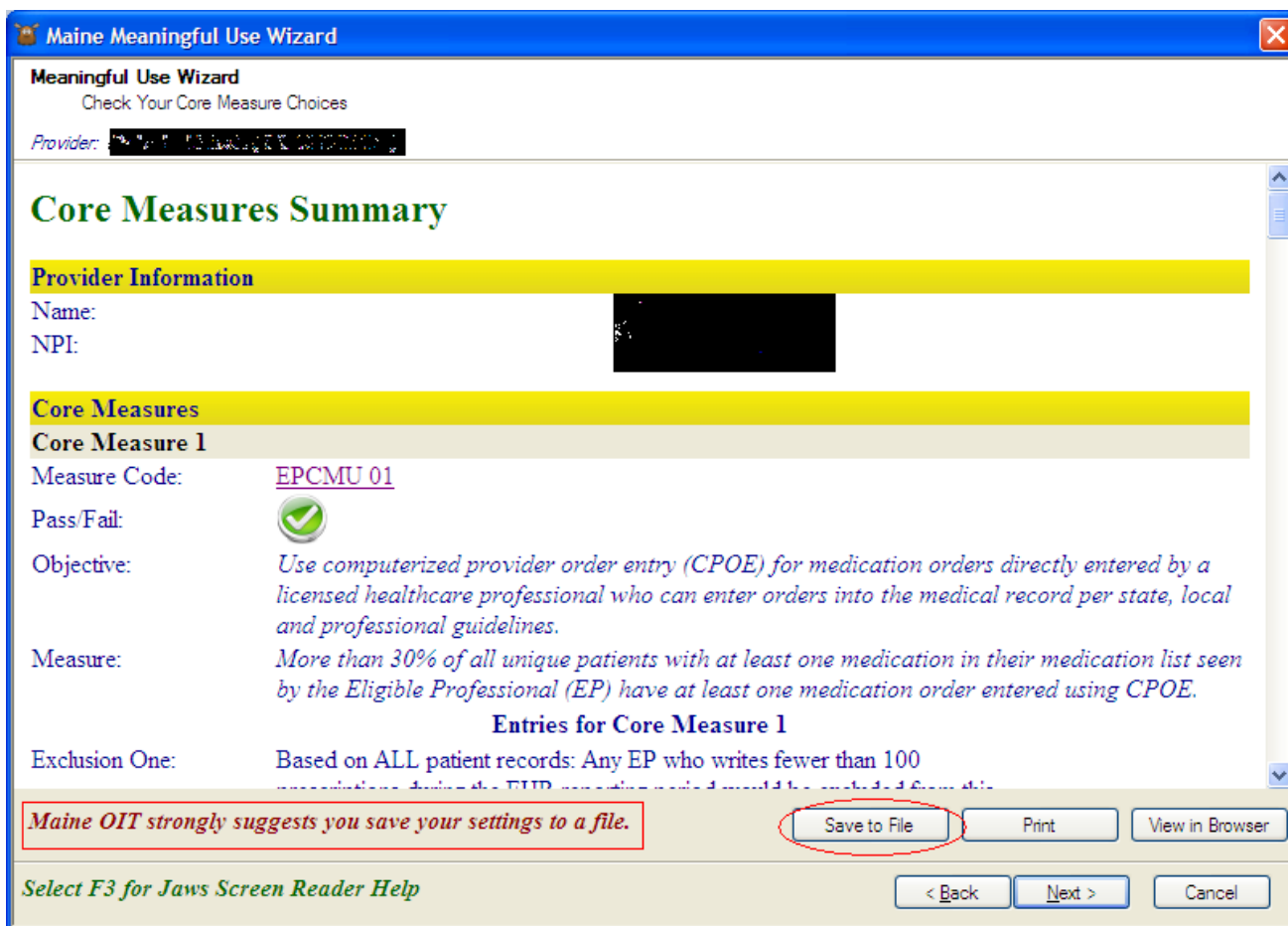
Completion & Submission:

- When you have entered all of your data you will reach the summary screen shown below. This is the first of 3 summary screens that contain all your entered data.

***Note:** We recommend you save these files for your records.

You can also print them if you choose.

At the bottom of the screen (shown below in red) is the **Save to file** button.



Maine Meaningful Use Wizard

Meaningful Use Wizard
Check Your Core Measure Choices

Provider: [REDACTED]

Core Measures Summary


Provider Information

Name: [REDACTED]
NPI: [REDACTED]

Core Measures

Core Measure 1

Measure Code: EPCMU 01

Pass/Fail: 

Objective: Use computerized provider order entry (CPOE) for medication orders directly entered by a licensed healthcare professional who can enter orders into the medical record per state, local and professional guidelines.

Measure: More than 30% of all unique patients with at least one medication in their medication list seen by the Eligible Professional (EP) have at least one medication order entered using CPOE.

Entries for Core Measure 1

Exclusion One: Based on ALL patient records: Any EP who writes fewer than 100 prescriptions during the EUP reporting period would be excluded from this

Maine OIT strongly suggests you save your settings to a file.

Save to File Print View in Browser

Select F3 for Jaws Screen Reader Help

< Back Next > Cancel

- Once you have saved and/or printed your data on **all 3 summary screens**, click “Next” to continue to the final screen of the Wizard.

- When your information is complete the send button will be visible (as shown below, circled in red).
- Click the “Send” button and your Meaningful Use data will be sent by secure FTP to MaineCare.



Congratulations, you have completed your submission of Meaningful Use Criteria.

Dawn R. Gallagher
Patti Chubbuck
MaineCare E H R Program Team

If you have any further questions please email the helpdesk:
EhrHelpdesk.DHHS@maine.gov

Wizard FAQ

Q: Can I submit data for my providers whenever I am ready?

A: Before submitting your MU data, you must submit your Medicaid Eligibility worksheet for the current program year. When that is accepted we will mark the provider as eligible and send out the wizard email. The wizard will not accept the NPI of any provider that has not been marked as eligible in the system.

Q: Does the Wizard support Mac or Linux operating systems?

A: The Wizard requires the Microsoft .NET framework to run and therefore professionals must enter their data on a Microsoft operating system (Windows XP or higher).

Q: Can I save my data and come back to work on it later?

A: With the latest version of the Wizard, you can save multiple professionals to work on later. For example if you start working on Dr. Alpha and want to stop and work on Dr. Beta; simply click cancel in the lower right corner to exit the Wizard. Then open the Wizard again by clicking the Moose icon on your desktop. Select Dr. Beta (or enter his NPI) and begin entering his data. If at any time you wish to return to finish Dr. Alpha's data repeat the actions above - exit using cancel and select "Dr. Alpha" from the list of existing providers.

Q: Can I save data for multiple individuals?

A: Yes, with the latest Wizard version you can, see the above question to learn how.

Q: Is there any way to enter multiple professionals at a time?

A: In this version of the Wizard there is currently no way to enter more than one professional at a time.

Q: Why should I save and/or print my data from the 3 summary screens?

A: This will give you a copy of the information you have submitted to MaineCare which is your only documentation of this event. If you change any data in the wizard and resubmit you will want to have copies of all data sent to the program previously as well as the updated information.

Email us at EhrHelpdesk.DHHS@maine.gov and we will gladly help you with any questions or problems.